

Job Title: Supervisory Auditor
Agency: Agency For International Development
Sub Agency: Office of Inspector General
Job Announcement Number: OIG-11-16PG

Salary Range: \$105,211.00 - \$136,771.00 /year

Series & Grade: GS-0511-14/14

Promotion Potential: 14

Open Period: Thursday, May 19, 2011 to Friday, December 30, 2011

Position Information: Full Time Permanent - No time limit

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered: Status Eligibles

Job Summary:

Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for US Agency for International Development applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process. [To obtain information about this position and TO APPLY, please click on http://www.avuecentral.com/vacancy.html?ref=PWCYM.](http://www.avuecentral.com/vacancy.html?ref=PWCYM)

Key Requirements:

- See Other Information.

Major Duties:

DUTIES:

The Supervisory Auditor position is responsible for planning, designing, executing, and reporting on a wide range of information technology (IT) topics in compliance with applicable government auditing standards, and for providing technical direction of assigned staff in the execution of assigned audits and tasks covering the U.S. Agency for International Development (USAID), and as required, of other entities that the USAID Office of Inspector General has oversight authority, such as, the Inter-American Foundation (IAF), and U. S. African Development Foundation (USADF). Additionally, the Supervisory Auditor serves as a contracting officer technical representative (COTR) to support and monitor contract supported audits. Additionally, the position servers to perform the administrative and human resource management functions of the staff supervised. These functions include providing advice, counsel, and instruction to staff members; supporting Equal Employment Opportunity (EEO) policies and program activities; and

providing feedback and employee performance input.

Performs or assists in the systematic examination and appraisal of the economy, efficiency, and security of information technology operations, and the level of effectiveness, legal and regulatory compliance, and adequacy of operational reporting, for a department or agency. Examines matters such as information technology procurement practices, systems development, and risk controls.

Qualifications:

KNOWLEDGE, SKILLS, AND ABILITIES:

Describe your work experience and professional knowledge of practices, methods, and techniques to independently plan and conduct complex audits of information technology (IT) resources, systems and programs such as on systems security, information security, system design and development, enterprise architecture, IT governance, and contingency planning and testing.

Describe your experience and ability to identify, evaluate and interpret relevant laws, policies, procedures, frameworks and guidance to be applied in developing and conducting information technology audits.

Describe your experience in auditing or evaluating system controls using automated techniques such as Computer Assisted Audit Techniques (CAATS), data analysis packages, and security software tools.

Describe your work experience to review and prepare clear, concise and persuasive written audit reports, memoranda and other documents.

Describe your skills and experience in supervising and managing a group of professional and technical personnel in the conduct and support of information technology audits and related activities.

ADDITIONAL REQUIREMENTS:

I have the following certification: ISACA - Certified Information Systems Auditor (CISA)
Certification from Information Systems Audit and Control Association

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

BASIC REQUIREMENTS

A. Applicants must show successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester/36 quarter hours in accounting. The 24 semester/36 quarter hours may include up to 6 semester/9 quarter hours of credit in business law. (The term "accounting" means "accounting and/or auditing". Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor".)

OR

B. Combination of education and experience--at least four (4) years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include ONE of the following:

--Twenty-four semester/36 quarter hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 semester/9 quarter hours of business law;

--A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or

--Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester/22 quarter hours, but that does not fully satisfy the 24-semester-hour/36-quarter-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the four-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester/36 quarter hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

ADDITIONAL EXPERIENCE REQUIREMENTS

In addition to meeting the basic entry qualification requirements, applicants must have had one (1) year of specialized experience equivalent to at least GS-13.

Specialized experience is experience which is in or related to the line of work of the position to be filled and which has equipped the applicant with the specific knowledge, skills, and abilities to successfully perform the duties of the position.

See Other Information for further requirements.

How You Will Be Evaluated:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

Benefits:

See Other Information.

Other Information:

USAID is listed as one of the top ten best places to work in the federal Government by the Office of Personnel Management's survey.

WHERE ARE WE?

USAID's headquarters is centrally located in downtown Washington, DC, at the prestigious Ronald Reagan Building and International Trade Center on 14th and Pennsylvania Avenue N.W. We are located right on the Federal Triangle Metro (Blue and Orange Lines). The office is within walking distance of restaurants, shops, Smithsonian Institution museums and Washington Monument.

This position is with the United States Agency for International Development's (USAID), Office of Inspector General (OIG), Office of Audit, Information Technology and Audits Division (A/ITA). The United States has a long history of extending a helping hand to those people overseas struggling to make a better life, recovering from disaster, or striving to live in a free and democratic country. USAID has been a principal U.S. agency in extending assistance to countries recovering from disaster, trying to escape poverty, and engaging in democratic reforms.

The OIG is responsible for preventing and detecting fraud, waste, abuse, and violations of law, and for promoting economy, efficiency, and effectiveness of USAID programs. OIG is responsible for auditing and investigating USAID, the Millennium Challenge Corporation (MCC), the Inter-American Foundation, and the United States African Development Foundation. OIG is organized into four operational units: Audit, MCC, Investigations, and Management. OIG maintains overseas offices in Baghdad, Iraq; Cairo, Egypt; Dakar, Senegal; Manila Philippines; Pretoria, South Africa; San Salvador, El Salvador; Islamabad, Pakistan; Kabul, Afghanistan; and Tel Aviv, Israel.

The U.S. Agency for International Development is a participant of E-Verify. E-Verify provides an automated link to Federal databases to help employers determine employment eligibility of new hires and the validity of the social security numbers.

The USAID/OIG offers excellent benefits programs some of which may include:

Comprehensive health and life insurance

Generous retirement programs

Paid holidays, annual and sick leave

Subsidized transportation (Metro check)

Long Term Care Insurance is offered

Flexible Spending Account is offered

Thrift Savings Plan (401 K Plan)

You must undergo and pass a drug test before you can be appointed into this position. Additionally, you must undergo a background investigation to obtain a security clearance.

How to Apply:

Applicants for this position are being processed through an on-line applicant assessment system that has been specifically configured for USAID applicants. Even if you have already developed a resume in USAJobs, you will need to access this on-line system to complete the application process. To obtain information about this position and TO APPLY, please click on <http://www.avuecentral.com/vacancy.html?ref=>

Applicants must submit a complete application by the closing date of this announcement. If you need technical assistance in submitting your application, or are unable to apply on-line and desire to obtain an Applicant Questionnaire package, please contact AVUE Direct Services at 1-800-407-0147, or email at JoeAvue@avuetech.com.

Applicants submitting proof documents can electronically attach them, or scan and attach them, to the employment application. If this is not possible, copies of documents can be faxed to (253)

573-9869, or mailed to the following address: USAID, c/o Avue Technologies Corporation, ATTN: Direct Services, 1145 Broadway Plaza, Suite 800, Tacoma, WA 98402. All faxed or mailed proof documents must be submitted prior to the closing date of the announcement and must be identified with applicant's name and vacancy announcement number.

******Applicant submissions will be reviewed periodically (every 4-6 weeks) until the position is filled or the announcement closes.

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All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, membership in an employee organization, or any other non-merit factors.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SELECTIVE SERVICE. As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

If you are a David L. Boren scholar or fellow, and are not currently a student, the Homeland Security Act of 2002 provides that you can be considered, under a special appointing authority, for vacancies that are advertised under an agency's promotion procedures.

Positions within this agency generally satisfy NSEP service requirements for David L. Boren scholars and fellows. Contact the National Security Education Board for further details on service requirements (<http://www.nsepnet.org>).

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim.

If you are claiming 5-point veterans' preference, or you are applying for consideration under the Veteran Employment Opportunity Act or Veteran Readjustment Authority, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" or other proof of eligibility. If you are applying for consideration under the 30% or more Disabled Veteran Authority, you must attach a SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

BASIS OF RATING: Qualified applicants receive a score of 70 to 100 before veteran's preference points are applied (if applicable). You will be rated based on your qualifications for this position as evidenced by the education, experience, and training you report relative to this position that show the degree to which you possess the knowledge, skills, and abilities listed on this vacancy announcement. USAID must be able to conduct reference checks as part of its assessment process. Applicants who do not permit reference checks from previous employers may be disqualified.

IMPORTANT: If you are found to have rated your self assessment higher than the information in your on-line application, supporting documentation narratives, and/or any other relevant part of your application package; including attachments, a score will manually be determined that reflects your documented experience. This may result in a lowered score and may also eliminate you from the best qualified list.

How To Apply:

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If you are unable to apply online, you may contact the employing office for alternate application procedures. Please call Avue Helpdesk at 1-800-407-0147 or email at joeavue@avuetech.com

Required Documents:

Documents That May Be Required for Verification Of Eligibility:

- * Proof of United States Citizenship (birth certificate or other acceptable documentation).
- * Proof of military service (DD214s or other equivalent documents).
- * Proof of government service providing reinstatement eligibility Notification of Personnel Action, SF-50 or other equivalent document
- * SF15, Application for 10-Point Veteran's Preference and appropriate documentation (for 10-point compensable or non-compensable disability preference, Purple Heart, disability pension, or preference based on service of spouse or child).
- * Proof of eligibility for priority placement consideration under Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP); i.e., copy of appropriate documentation such as RIF separation notice, or other notice of eligibility.
- * Proof of eligibility for special appointment authorities for people with disabilities. Proof of disability from military service (i.e., letter from Veterans Administration or a branch of the armed forces indicating disability and the amount [%] of the disability, or certification from a State Vocational Rehabilitation Agency or Veterans Administration).
- * Proof of government service meeting time-in-grade requirements.
- * Copy of college transcript if education was used to qualify you for the position.

Contact Information:

Avue Helpdesk
Phone: 1-800-407-0147
Fax: 253-573-9869
Email: joeavue@avuetech.com

Agency Information:
US Agency for International
Development
1300 Pennsylvania Ave., N.W.
Suite 8.07A, RRB
Washington, Dist of Columbia 20753-
8700
US
Fax: 253-573-9869

What To Expect Next:

You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledges, skills and abilities required. Paid or unpaid experience will be considered.

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>